Monitoring and Measurement

I.   PURPOSE

The purpose of this procedure is to provide guidance for selecting indicators of performance for the objectives and targets set in the EMS, for establishing performance baselines for those objectives and targets, and for selecting measuring methods to track progress in the attainment of those objectives and targets.

II.   SCOPE

This procedure provides for the creation of performance indicators that are applied to the objectives, targets and operational controls that have been set within the EMS. These include, as appropriate, those objectives and targets set for the performance of the EMS itself.

III. GENERAL INFORMATION

The EMS Implementation Team is responsible for the measurement and monitoring associated with the EMS. The EMS Lead delegates responsibilities for the measurement and monitoring of objectives and targets, and operational controls to the appropriate SEA Leads. The EMS Lead uses a reminder calendar located in the EMS Lotus Notes database to remind the SEA Leads to complete the requirements in the Operational Controls.

Definitions

Environmental Performance: Measurable results of the environmental management system, related to an organization's control of its environmental aspects, based on its environmental policy, objectives and targets.

Continual improvement: Process of enhancing the environmental management system to achieve improvements in overall environmental performance in line with the organization's environmental policy.

IV. APPROACH

1. Selection of Indicators: Indicators for performance are selected as part of the process of establishing Environmental Management Programs (SP-EMP) and Operational Controls (SP-OC) for significant aspects. The indicators allow the organization to measure progress towards the attainment of objectives and targets. Examples of such indicators

include: the percentage of employees turning their lights and computers off at the end of the day; and the records of paper use in the Regional Office.

Examples of indicators for the EMS itself may include: The percentage of employees that have received EMS awareness and refresher training; the time lapse from finding a non-conformance to implementing corrective action; the percentage of employees turning their lights and computers off at the end of the day; and the records of paper use in the Regional Office.

2. Establishing Baselines: Baselines are established for performance indicators where it is possible and useful to do so.

3. Measuring Indicators: Each indicator includes the methods for monitoring and measuring so as to track progress.

4. Use of EMS Performance Data: Information collected from monitoring and measuring progress in attaining the objectives and targets and controlling operations is a required input into the Management Review.

V.   RECORDS

Records generated by this procedure include the following:

1.   Records that reflect the baselines for EMS objectives and targets.

2. Records of measurements and status of objectives and targets.

IV.   REVISION HISTORY

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